

Waipa District Council, Private Bag 2402, Te Awamutu 3840

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## What you will need before you start this form:

- The completed scope of operations document. Find this at [www.mpi.govt.nz/foodact](http://www.mpi.govt.nz/foodact)
- If you are applying for a National Programme (NP) registration, you may choose your verifier. You will need a confirming letter from your verifier to attach to this application. A list of recognised verification (or audit) agencies can be on the MPI website, under 'registers and lists'. The law requires that Council verify businesses registered under an MPI template food control plan, unless the business chooses to operate the food control plan in more than one council district and/or predominantly wholesale their food.
- If any of the businesses covered in this application are a registered limited liability company, a copy of the company registration certificate. See [www.companies.govt.nz](http://www.companies.govt.nz)
- Registration information for every address covered in this application. Attaching a spreadsheet to the application is preferred. Appendix 1 shows the information required for each address in addition to the main one.
- A floor plan of the business.
- You need to make sure you can confirm that the operator of the food businesses is resident in New Zealand within the meaning of section YD 1 or YD 2 (excluding section YD 2(2)) of the Income Tax Act 2007.
- If you had a food control plan registered with either the Ministry for Primary Industries or your local council before 1 March 2016, make sure you have your previous registration IDs on hand. These are IDs such as FSA-JBIP-12345 or WEBB-12345.
- Details of payment of your application fee.

## What type of registration are you applying for?

- MPI template food control plan: Food Service, Care Safe and Specialist Retail
- National Programme 3
- National Programme 2
- National Programme 1

*(Hint: You will know which type of registration after you have completed the scope of operators document)*

**If you had a food control plan registered before March 2016, what was your registration ID number(s)?**

## What is the physical address of the premises?

*(Hint: this should be the physical address of the buildings to be covered by the food control plan or national programme. If more than one premises is to be covered, list the primary address here and ensure any others are listed on page 5 of this application)*

**Physical address of the premises (number, street, town)**

## Who is the operator?

(Hint: This section is for the owner or person in control of the food business. If you are applying for an NP registration, there can only be one business and operator. If you are applying for registration under the template food control plan, there can be different businesses under the same registration. In that case, this operator is the person responsible for the food control plan and others should be listed on page 5.)

**Legal Name(s) of Operator (e.g. registered company, partnership or individual):**

I have attached a copy of the company name registration from the New Zealand Companies office ([www.companies.govt.nz](http://www.companies.govt.nz))

**NZ Business Number:**

If you have a New Zealand Business Number (NZBN), provide this. For more information about NZBN's, including how to get one, see <https://www.business.govt.nz/companies>

**Trading Name, if any (i.e. Trading As):**

Same as legal name above

## Operator Address and Contact Details

*You must provide this information to be registered. However, if the address is a dwelling-house, you may ask that the address is withheld from the public register by ticking the box below:*

**Postal Address:**

**Physical/Courier Address (if different to Postal)**

**Address:**

**Address:**

**Town/City:**

**Town/City:**

**Postcode:**

**Postcode:**

**Country:**

**Country:**

This address is a private dwelling-house and I wish it to be withheld from the public register.

This address is a private dwelling-house and I wish it to be withheld from the public register.

## Contact Person Details:

*The contact person details entered below will be used for communications about your registration. Contact Waipa District Council if the details change.*

**Name:**

**Position:**

**Phone:**

**Mobile:**

**Email:**

*By entering an email address you consent to being sent information and notifications electronically, if required.*

Who will be doing your verification?			
<input type="checkbox"/> Council	<input type="checkbox"/> Confirm you have read and understood T's & C's on page 5		
<input type="checkbox"/> Other	<input type="checkbox"/> I have attached a confirming letter from my verification agency		
<b>Name of Verification Agency:</b>			
Have you attached the scope of operations document for your business?			
<input type="checkbox"/> Scope of Operations attached.			
Please give a brief description of your day to day business operation so we have a better understanding of what you do. (i.e. homebased cake baker, mobile operator selling gourmet burgers):			
<input type="checkbox"/> Attach a menu or list of products available for sale.			
<b>Are you a Mobile Trader?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>If yes, do you have a Mobile Traders Permit Issued by Waipa District Council?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Vehicle registration number:</b>			
<b>Do you have a copy of the Template Food Plan and Record Blanks?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<ul style="list-style-type: none"> <li>▪ Copies of the Plan can be found on the MPI Website. <a href="https://www.mpi.govt.nz/food-safety/food-act-2014/forms-and-templates/">https://www.mpi.govt.nz/food-safety/food-act-2014/forms-and-templates/</a></li> <li>▪ These are also available from Council at a charge of \$25.00.</li> <li>▪ The Simply safe and suitable template is recommended for most businesses.</li> <li>▪ Please ensure you also print the record blanks.</li> <li>▪ If you are unsure which Plan you should be using, please contact an Environmental Health Officer.</li> </ul>			
You should begin using your Template Food Control Plan and records immediately once registered.			
These need to be available for your audit.			
Applicant Statement:			
<b>I confirm that:</b>			
1) I am authorised to make this application as the operator or a person with legal authority to act on behalf of the operator; and			
2) The information supplied in this application is truthful and accurate to the best of my knowledge and belief; and			
<b>I also confirm that:</b>			
3) I am authorised to make this application on behalf of the operators listed in section 3; and			
4) Every operator of the food businesses covered by the Food Control Plan is resident in New Zealand within the meaning of section YD 1 or YD 2 (excluding section YD 2(2)) of the Income Tax Act 2007; and			
5) Every operator of the food businesses covered by the Food Control Plan is able to comply with the requirements of the Food Act 2014.			
<b>Name:</b>		<b>Job Title:</b>	
<b>Signature:</b>		<b>Date:</b>	

## Payment Details:

First/new application to register Food Control Plan: \$410.00

First/new application to register National Programme: \$410.00

Renewal of existing FCP/NP registration: \$320.00

Verification and other activities will be charged separately based on an hourly rate \$160.00

**Payments to be made out to Waipa District Council, Private Bag 2402 Te Awamutu**

## Final Check before sending your application to Waipa District Council:

Have you:

- filled this form in completely and legibly?
- attached completed the scope of operations document?
- attached a letter from your verifier (if that won't be an Officer from your local Council)?
- attached copies of company registration certificates if you have a registered limited liability company?
- read and signed the Applicant Statement?
- included fee payment for this application?
- attached a floor plan?
- attached a menu ?

## Collection of Information :

### Collection of Personal Information

- Pursuant to Principle 3 of the Privacy Act 1993, we advise that:
  - This information is being collected for the purpose of registering under the Food Act 2014; and
  - The recipient of this information, which is the agency that will collect and hold the information, is the **Waipa District Council, Private Bag 2402 Te Awamutu**; and
  - Some of the information collected will be displayed on a public register; and
  - This information may be shared with other agencies such as the Ministry for Primary Industries or District Health Board; and
  - The collection of information is authorised under section 53 or section 83 of the Food Act 2014.
  - The provision of this information is necessary in order to process an application for registration under either section 53 or section 83; and
  - The supply of this information is voluntary; and
  - Failure to provide the requested information is likely to result in a return of this application form to the applicant, and may ultimately result in a refusal to register, in accordance with section 54 and 57 or section 84 and 87, of the Food Act 2014, which ever applies; and
  - Under Principles 6 and 7 of the Privacy Act 1993, you have the right of access to, and correction of, any personal information that you have provided.

### Collection of Official Information

- All information provided to Waipa District Council is official information and may be subject to a request made under the Local Government Official Information And Meetings Act 1987.
- If a request is made under that Act for information you have provided in this application, the Council must consider any such request in accordance with its obligations under that Act and any other applicable legislation.

<b>Details for other addresses</b>					
<i>(Hint: Add additional rows as necessary or attach a file (e.g. spreadsheet) to application email with all of the information required below.)</i>					
<b>Legal name(s) of site operator</b> (e.g. registered company, partnership or individual) <b>if different to applicant:</b>	<b>NZ Business Number</b> (where applicable)	<b>Site trading name, if any (i.e. 'Trading As'):</b>	<b>Street/Physical Address (location of actual place)</b> (Tick box if you wish the address to be withheld from the public register because it is a private dwellinghouse)	<b>Vehicle Registration numbers (mobile businesses only)</b>	<b>Site day-to-day manager position</b>
E.g. ABC Foods Limited		E.g. Yummy CakesRUs, Wellington Store	E.g. 123 Cakes Road, Faketown 1234		E.g. Store Manager
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		

**Thank you for choosing to use Waipa District Council as your verifier**  
**Standard Terms for Verification**

**Definitions**

In this agreement, the words "we", "us" and so on mean Waipa District Council (WDC) or any contractors, and we have used "you" and so on to mean the customer named in the verification agreement.

In these terms the words "service" and "services" cover the services we have agreed to provide (and anything else we do at your request) which are described below.

"The Act" means the Food Act 2014 and any amendments to that Act or Regulations made under the Act such as the Food Regulations 2015.

"The programme" means the risk based measure, National Programme (Level 1, 2 or 3), the customer is required to operate under.

**Period of Agreement**

Subject to the other provisions of these terms, our obligations to each other start on the start date and end on the termination of the agreement, except where those obligations are expressly stated to survive termination. Either party may terminate this agreement with not less than 14 days notice to the other party.

**Preconditions or Conflicts of Interest**

If any staff from WDC have been involved in the design of your food premises or procedures, we cannot act as your verifier. We aim to undertake the agreed services in an independent and impartial manner at all times. WDC has been approved by the Ministry for Primary Industries (MPI) as a recognised verifier under the Act.

**Nature of the Services**

We will verify your food safety practices as required during the term of this agreement and (where appropriate) report your compliance with the programme and with the relevant provisions of the Act to your registration authority and/or MPI.

We will obtain such evidence as we consider sufficient to enable us to draw reasonable conclusions as to whether or not you are complying with the programme and with the relevant provisions of the Act. The nature and extent of our procedures will vary according to our assessment of your systems, premises and practices, and, where we wish to place reliance on it, your internal control framework.

We will report in writing any matters we consider important and requiring attention.

If we believe there are potential food safety or suitability issues eg product recall, complaints received, on direction from MPI or your registration authority, we may carry out unscheduled verification of a business. Additional fees may be incurred in these circumstances.

**Purpose of the Services**

Our services are designed to monitor compliance with the risk based measure and with the relevant sections of the Act. If any deficiencies in internal controls and practices, not strictly relevant to the verification, come to our attention, we will advise you of these, but we only aim to identify deficiencies within the scope of the verification.

Any other services we may provide from time to time at your request are distinct from our function as verifiers and may be refused if this would generate a conflict of interest with regards to your verification.

Our agreeing to provide the services does not constitute a permit, authorisation, or other permission under any Act, Regulation, or Bylaw. Our verification does not remove your liability for the consequences of failure to comply with any Act, Regulation, Bylaw, or other requirement.

**Standard of Service**

When we provide services to you, we will use our best endeavours to:

- provide the services with care and skill
- ensure your verifier is knowledgeable and competent to verify your specific food business operations. This may include contracting a Technical Expert to assist us in the verification your food business
- provide the services within a reasonable time or within any agreed time limit
- provide a reliable service although we do not guarantee it will be fault free
- provide a report your registration authority within 10 working days of completing the verification in any situation where WDC is not the registration authority, or where the registration authority is MPI, information required in the format specified within 10 days of the end of the calendar month.

**Confidentiality**

All communications between us (the agency) and you (the customer) are treated with strict confidentiality. All electronic records maintained by us are only accessible by approved staff. You may request a copy of any correspondence on your customer file at any time, eg, a past verification report. A Food Safety Officer or MPI representative may request verification information from us or you. We will notify you if any such person requests such information from us about your food business.

Any corrective actions or non-compliances identified during the verification process of your business will be notified to the applicable registration authority and/or MPI.

**Complaints and disputes**

If you have a complaint in relation to our services, or the person conducting them, or you dispute any recommendation put forward by your verifier, or you would like to comment on the service you received, please contact the Team Leader Environmental Services. We document all complaints, disputes and compliments in an attempt to continually improve our service under our Quality Management System. All complaints or disputes are confidential.

**Your General Responsibilities**

Within 14 days you must advise us of a change of verifier.

To enable us to properly carry out our statutory responsibilities as a recognised verifier, you must maintain records which comply with the requirements of the Template Food Control Plan or National Programme (level 1, 2 or 3 as applicable) and which contain sufficient detail to enable us to ensure that:

- The food preparation tasks identified in your program are being properly carried out by appropriate staff who have been suitably trained and instructed
- Any restrictions or conditions placed on registration are being complied with
- You notify us of any further information, including any post verification events, which may have a bearing on our verification responsibilities. This must include changes to the scope of your operation or significant changes
- All information you give us needs to be correct and complete

**Our Charges**

Verification fees are prescribed within WDC fees and charges, these are subject to annual review and are publicly notified through the Annual Plan process. We will provide you with an invoice that must be paid by the 20th of the following month.

**Our Right to Suspend or Restrict Any Service**

If your registration is revoked, surrendered or substituted, or if you do not pay our charges or meet any other responsibilities you have to us, we may suspend or restrict the services at any time. Such activities will be reported to the registration authority and/or MPI.

**Our Right to Stop Providing the Service**

If your registration is revoked, surrendered or substituted, or if you do not pay our charges or meet any other responsibilities you have, we may stop providing any of our services to you. This right is additional to any other right or remedy we may have against you under the Act. Otherwise, where we have agreed to provide a service for a minimum period, we will continue providing it until the end of that period, and we will notify you with 14 days before we stop providing the service.

**More Than One Customer**

Every person named as a customer in this agreement must meet all of your responsibilities under this agreement.

**Sending Invoices and Notices**

We will send invoices and other notices to the last address you have given us. We can assume any invoice or notice we send by post has been delivered 5 days after we post it. Please tell us if you change your address.

**Verification agreement records**

All verification agreements will be kept on our records for a minimum of 4 years in relation to our record keeping requirements under the Food Act 2014. Verification reports are retained indefinitely.

**Changing These Terms** Any changes to the terms of this agreement must be in writing and signed by us